



Republic of the Philippines  
Department of Education  
Procurement Management Service  
BAC Secretariat Division

*Document Template No. BACSD-2019-  
(revised 040519; prepared by conicolas)*

**Bids and Awards Committee II**

**Minutes of Pre-Bid Conference**

Project : **Supply and Delivery of One-Year Subscription for DepEd Commons for Unlimited Users with Support Services**

ABC : **PhP 35,000,000.00**  
End-User : **Information and Communications Technology Service (Funds charged against Bureau of Learning Resources – Cebu)**

Date & Time : **October 26, 2020; 11:00 A.M.**

Venue : **Thru Videoconferencing via Microsoft (MS) Teams**

Present:

Bids and Awards Committee (BAC) II: Usec. Revsee A. Escobedo, Chairperson; Dir. Abram Y.C. Abanil, Vice-Chairperson; Dir. Anne Rachel C. Miguel, Regular Member; and Atty. Cornelio A. Pacala and Ms. Maria Clarisse T. Ligunas, Provisional Members

Procurement Management Service: Mr. James Ronald G. Ybiernas, SAO; Ms. Jessa B. Buena, AO II; Ms. Jonah Shiela B. Rañin, TA II; Ms. Rubi Angeli C. Pirote, TA I; and Mr. Jaycee B. Quilatan, AS II (BAC Secretariat Division)

Technical Working Group (TWG): Mr. Andrew A. Villarba, BLR-QAD; Mr. Jonathan Fontanilla and Ms. Sarah Borja, ICTS-SDD; Ms. Myra Del Monte (ICTS-TID); Mr. Raven Flores (ICTS-USD); and Mr. Marvin Maquilas, BLR-Cebu

End-User Representative(s): Raul C. La Rosa, (BLR – Cebu)

Observer(s): Mr. Reynaldo B. Famorcan and Mr. Leonardo Bautista (COA)

Prospective Bidder(s): (1) Intelimina Systems Inc. (Ms. Delia Silorio-Ruizol and Mr. Rystraum F. Gamonez); (2) Pointwest Technologies Corporation (Ms. Regina Marie Dailo and Mr. Raymond Posadas); and (3) Vibal Group Inc. (Ms. Celine Angela P. Tiu and Ms. Ma. Angelica Santos)

I. CALL TO ORDER

Usec. Revsee A. Escobedo, BAC II Chairperson, presided and called the pre-bid conference to order at 11:17 A.M. The BAC Secretariat documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC II Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC

52 Secretariat, Technical Working Group, End-User representative, observers  
53 and prospective bidders.

54  
55 III. HIGHLIGHTS OF DISCUSSION

56  
57 Usec. Revsee A. Escobedo, BAC II Chairperson, welcomed everyone to the  
58 conduct of pre-bid conference pursuant to Sec. 22 of RA 9184 and gave a  
59 brief description of the project at hand.

60  
61 The BAC II Chairperson instructed the BAC Secretariat to present the house  
62 rules during video conferencing.

63  
64 The BAC II Chairperson asked if invitations were sent to observers. Ms. Jessa  
65 B. Buela responded that invitations were sent to the Commission on Audit  
66 (COA) and various civil society organizations (CSOs) thru letters dated  
67 October 21, 2020 and receipt of invitations were acknowledged through  
68 email.

69 Consistent with Sec 22.3, Rule VII of the IRR of RA 9184, the BAC II  
70 Chairperson instructed the BAC Secretariat to proceed with the discussion  
71 of project information, eligibility requirements, technical components of the  
72 contract, financial components of the contract and other salient features of  
73 the Bidding Documents. Ms. Rubi Angeli C. Pirote also presented the  
74 deadline and venue for the submission and opening of bids as well as the  
75 deadline for submission of letter of clarifications from the bidders, if there is  
76 any.

77  
78 The BAC II Chairperson announced that the floor is open to queries,  
79 information, proposals or other concerns coming from the prospective  
80 bidders or suppliers and End -Users on the assumption that the prospective  
81 bidders have downloaded bidding documents from the PhilGEPS, requested  
82 from the BAC Secretariat for copies of the same, or bought copies of the same.  
83 The prospective bidders were asked to virtually raise their hands if have  
84 queries/clarifications and wait to be recognized before proceeding with their  
85 question(s). Details of the queries are as follows:

86

<i>Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Yes/No)</i>
ITB Clause 5.3	Contracts similar to the Project shall be: Supply and Delivery of ICT Solution  Does this mean that the bidder can use a product that has been supplied and delivered or can the bidder refer to a ground-up application development project? Does that one count as a similar project to an ICT Solution?	Yes, bidders are allowed to submit that is developed from ground, but of course show evidence that there is an existing project for this in another organization.	No

87

<i>Schedule of Requirements</i>		
<i>Questions/Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Yes/No)</i>
Between the existing DepEd Commons and the new system, is there going to be a data migration involved in the timeline?	Yes, data migration is included in the timeline.	No
Would this timeline be under the 25 days?	Yes, it would be, for the milestones of the project.	
Regarding Milestone 2, the deployment 20 days after NTP  Will DepEd endorse documentation of current software at that time upon giving us the NTP?	Yes, DepEd will provide the documentation for the existing software, so that the bidder can deliver the requirements.	No
For milestone number 2, pertaining to the 20 calendar days  Is there a possibility for time extension since the bidders also need to review the existing codes?	The BAC Vice-Chairperson explained that DepEd needs the software for the continuity of ongoing classes. The BAC Chairperson added that there's a need for transition and maximize online platforms rather than using modules since this is more expensive.  For BAC discussion.	Pending decision.

88

<i>Technical Specifications</i>			
<i>Provision</i>	<i>Questions/Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
<i>Section VII General Requirements/ Specifications item 1</i>	"The provider must be a valid registered organization"  Is there a minimum requirement for this?	Only the standard that is required for the procurement procedure.	No
<i>Section VII General Requirements/ Specifications item 4</i>	Others as specified by DepEd, what are these?  Is this free of charge?	It is just to give us the flexibility to add new features along the way as we implement the software. "Others" are not yet identified.  Yes, it should be included in the costing of the project.	No
<i>Section VII General Requirements/ Specifications</i>	Are we free to use any available cloud resources for your Azure Cloud Infrastructure	Yes, we will provide whatever requirement you need to make this Azure Cloud Instance.	No

<i>item 4</i>			
<i>Section VII General Requirements/ Specifications item 4</i>	Is it possible to release the requirement/s tagged as “others as specified by DepEd” in TOR?	During implementation	No
<i>Section VII General Requirements/ Specifications item 4</i>	Regarding TELCO whitelisting, will DepEd provide the domain names and IP addresses?	Yes	No
<i>Section VII General Requirements/ Specifications item 5</i>	Is this subscription for the software or subscription with the software and the cloud subscription?	Subscription is just for the software, and the cloud infrastructure will be making use of the DepEd facilities in Azure Cloud	No
<i>Section VII General Requirements/ Specifications item 6</i>	Are we going to specify the SLA as a contractor or the DepEd will provide the direction regarding the SLA?	For BAC discussion.	Yes
<i>Section VII General Requirements/ Specifications item 6</i>	Do you have an existing CRM, or do we need to provide?	None; bidders to provide for DepEd	No

89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105


The BAC II Chairperson reiterated that after having exhausted most of the bidders’ queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before October 30, 2020, 5:00 P.M.

Having no other matters to discuss, the pre-bid conference was adjourned at 12:25 P.M.

Prepared by:

  
**RUBI ANGELI C. PIROTE**  
*Technical Assistant I*  
AC Secretariat  
BAC Secretariat Division

Reviewed by:


  
**JESSA B. BUELA**  
*Administrative Officer II*  
BAC Secretariat Division


106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137

**Minutes of Pre-Bid Conference**


- Project : **Supply and Delivery of One-Year Subscription for DepEd Commons for Unlimited Users with Support Services**
- ABC : **PhP 35,000,000.00**
- End-User : **Information and Communications Technology Service (Funds charged against Bureau of Learning Resources – Cebu)**
- Date & Time : **October 26, 2020; 11:00 A.M.**
- Venue : **Thru Videoconferencing via Microsoft (MS) Teams**

Concurred by:  
**BIDS AND AWARDS COMMITTEE II**

  
**Atty. REVSEE A. ESCOBEDO**  
Undersecretary and Chairperson

  
**Dir. ABRAM Y.C. ABANIL**  
Director IV and Vice-Chairperson

  
**Dir. ANNE RACHEL C. MIGUEL**  
Director IV and Regular Member

  
**MARIA CLARISSE T. LIGUNAS**  
Provisional Member

  
**Atty. CORNELIO A. PACALA**  
Provisional Member



Republic of the Philippines  
Department of Education  
PROCUREMENT MANAGEMENT SERVICE





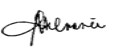


**BAC SECRETARIAT DIVISION**

Bids and Awards Committee II  
**ATTENDANCE SHEET**

◇ Pre-Procurement Conference    ◆ Pre-Bid Conference    ◇ Bid Opening    ◇ Other BAC Meeting: \_\_\_\_\_

Project(s): **Supply and Delivery of One-Year Subscription for DepEd Commons for unlimited users with Support Services**  
Date: **October 26, 2020**      Time: **11:00 A.M.**  
Venue: **Through Microsoft Teams**

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
<b>I. BAC Officials</b>		<b>BAC Secretariat Division</b>			
Chairperson		<b>James Ronald G. Ybiernas, SAO</b>		<b>Paula Janine L. Manuel, TA II</b>	
<b>Usec. Revsee A. Escobedo</b> Field Operations and HROD		<b>Jessa B. Buela, AO II</b>		<b>Reyremark B. Nagallo, TA II</b>	
Vice-Chairperson		<b>Marilou A. Caagbay, AO II</b>		<b>Marianes M. Parcon, TA II</b>	
<b>Dir. Abram Y.C. Abanil</b> ICTS		<b>Raquel S. Familara, AA III</b>		<b>Viktor Nigel F. Robles, TA I</b>	
Regular Member		<b>Marlgin de Jack S. Salayon, AA III</b>		<b>Jaycee B. Quilatan, AS II</b>	
<b>Dir. Anne Rachel C. Miguel</b> BHROD		<b>Ivy E. Acebo, STA II</b>		<b>Joan B. Sabino, AS II</b>	
Provisional Members		<b>Lady Love S. Arenas, STA II</b>		<b>Homer A. Silva, AS II</b>	
<b>Mr. Cesar S. Abalon</b> Chief, School Sports Division		<b>Christa O. Nicolas, STA II</b>		<b>Danilo P. Catague, AS I</b>	
<b>Engr. Ofelia L. Algo</b> Chief, Technology Infrastructure Div.		<b>Lauro L. Roberto, Jr., STA II</b>		<b>Rally M. Jandoc, AS I</b>	
<b>Ms. Maria Clarisse T. Ligunas</b> Chief, Solutions Development Div.		<b>Lee Jeffrey Roedell C. Oliva, STA I</b>		<b>Adrian Paul D. Esplana, Driver II</b>	
<b>Dir. Ella Cecilia G. Naliponguit</b> Bureau of Learner Support Services		<b>Maria Ruella D. Perocho, STA I</b>		<b>Roderin C. Balla, Messenger</b>	
<b>Atty. Cornelio A. Pacala</b> Chief, Investigation Division		<b>Jay Valerie A. Baladiang, TA II</b>		<b>Arben Allan A. Gomez, Messenger</b>	
		<b>Ruby Anna G. Balaoro, TA II</b>		<b>Rubi Angeli C. Pirote, TA I</b>	

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
<b>II. Office of the Asst. Sec. for Procurement and Administration</b>					
Atty. Salvador C. Malana III, Assistant Secretary					
<b>III. Procurement Management Service</b>					
Atty. Marcelo H. Bragado, Jr., Director IV					
<b>IV. Technical Working Group (TWG)</b>					
Andrew A. Villarba- BLR-QAD		Marvin S. Maquilas-BLR Cebu			
Sarah Borja - ICTS-SDD		Jonathan Fontanilla - ICTS-SDD			
Myra Del Monte - ICTS-TID					
Raven Flores, ICTS - USD					
<b>V. End-User Representative(s)</b>					
Raul C. La Rosa, BLR - Cebu					
<b>VI. Observer(s)</b>					
Mr. Reynaldo Famorcan (COA)	SGD				
Mr. Leonardo Bautista (COA)	SGD				

